

琉球大学学術リポジトリ

日米関係（沖縄返還） 28

メタデータ	言語: 出版者: 公開日: 2019-02-13 キーワード (Ja): キーワード (En): 作成者: - メールアドレス: 所属:
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勞務調查團 來往信電

アメリカ局長

参事官

北米第一課長

施本第3686号(OGP)

昭和45年/2月23日

推
送
外務省
アメリカ局長 殿

防衛施設庁長官



職員の出張出張について(通知)

本件について、下記のとおり出張させること
としたので通知する。

記

1 出張者：防衛施設庁労働部労働管理課資金調査係長

防衛庁事務官 行政職(一) [redacted]

尾 辻 新三郎

防衛施設庁労働部労働企画課

防衛庁事務官 行政職(一) [redacted]

大 貫 茂

2 出張先国：沖縄

3 出張期間：昭和46年/月5日から

昭和46年/月9日まで

(5日間)

4 出張目的：沖縄・軍労働問題調査のため

以上

添付書類：日程表

経歴書

本信あて先：沖縄・北方対策庁長官

外務省アメリカ局長

事務
調査
業務
空
協力
整
査
務



JL/905 (08:50) 差 (03:50) (12:10)
 札幌市会 NW/ (07:00) 差

沖縄・軍労働問題現地調査日程表

月 日	行 動 先	行 動 予 定
1.5 (火)	出 発	
	1 沖縄・北方対策庁沖縄事務局 (挨拶)	
	2 復帰準備委員会日本国政府代表事務所 (挨拶)	
1.6 (水)	1 陸軍司令部	Civilian Personnel Office (調査)
	2 "	Finance Office (")
1.7 (木)	1 海軍司令部	Personnel Service Office (調査)
	2 "	Finance Office (")
	3 海兵隊司令部	Personnel Service Office (")
	4 "	Finance Office (")
1.8 (金)	1 空軍司令部	Civilian Personnel Office (調査)
	2 "	Finance Office (")
1.9 (土)	1 沖縄・北方対策庁沖縄事務局 (挨拶)	
	2 復帰準備委員会日本国政府代表事務所 (挨拶)	
	帰 京	

経 歴 書

家 族： ■ 名

海外被航歴： なし

氏 名： 尾 辻 新 三 郎

階 級： 防衛庁事務官

生 年 月 日： ■■■■■■

現 職： 防衛施設庁労働部労働管理課資金調査係長

本 籍 地： ■■■■■■
現 住 所： ■■■■■■
最終学歴学位： ■■■■■■

略 歴： 昭和 / 8 年 / 0 月 台湾總督府

- ・ 22 年 7 月 東京都
- ・ 24 年 / 月 特別調達庁
- ・ 27 年 / 0 月 保安庁
- ・ 32 年 9 月 調達実施本部原価計算
第 / 課企画係長
- ・ 39 年 6 月 陸上幕僚監部武器課
- ・ 42 年 / 0 月 防衛施設庁施設部施設
管理課課付係長
- ・ 43 年 / 0 月 防衛施設庁労働部労働
管理課資金調査係長

経 歴 書

氏 名：大 真 茂

階 級：防衛庁事務官

生年月日：

現 職：札幌防衛施設局施設部施設管理課
行政財産管理第三係長
兼防衛施設庁労務部労務企画課

本 籍 地：

現 住 所：

最終学歴学位：

略 歴：昭和35年 3月 東京総連局
" 37年 4月 調達庁労務部
" 37年11月 防衛施設庁労務部
" 42年10月 札幌防衛施設局施設部施設管理課
行政財産管理第三係長
" 45年 9月 兼防衛施設庁労務部労務企画課

家 族： 名

海外渡航歴：なし

別紙2

防衛管理費の調査結果

1. 調査項目

防衛管理費の調査結果

- 参照 1. Personnel Administration Organization Charts
- 2. Summary of Cost per Local National Employee
- 3. Section XV. Civilian Personnel - Continued

(1) 管理機構

- 1. 管理機構の詳細 (人員、配置及び業務内容 - 各軍毎)
- 2. Computer System の詳細 (使用の範囲及び程度 - 各軍毎)

(2) 管理費

- 1. 参照 2. の詳細 (別紙参照)
- 2. 過去3年間 (1967 ~ 1969) の経費に於ける管理費の詳細 (調査方法及び同定)
- 3. その他必要事項

(3) 参照 3. の解釈

通用

2. 派遣員

氏名	官職	等級	生年月日	住居
尾崎 新一郎	防衛事務官	防衛管理課長		
大賀 茂				

3. 行動予定

Lab. planning section
Lab. fiscal management section

22日、23日

(1) 日程 昭和46年 1月6日 ~ 1月8日

(2) 行動先 4軍 CPO 及び FIO

Personnel

1. 防衛管理費の調査結果

Lab. Administration Office

防衛省 調査課

別紙

Local version

1. 参照 2. 才1項 Chinara LN payroll cost. の構成要素である
Personnel cost. Cost other than labor. Operation support
の各軍毎の詳細。

2. 上記才1項において、Computer の使用に要する Chinara LN payroll cost の平均単価は、57 LIL 分. 0.60 LIL 軽減 されるため、各軍毎
の才1実態を確認。
2502-2-33925-1 参照

3. 参照 2. 才3項 Personnel administration cost on Chinara の
構成要素の各軍毎の詳細。

(69M)

計第3号-1
防衛施設庁第91

漢

(回覧番号) 外務省電信案 (分類)

電信課長

機密表示 (極秘・秘の朱印) FR	符号表示 暗 略 平	※ 総第 28 070 号
	※ 第 338 号	※ 昭和 年 DEC 28 日 時 分 発
	大至急・至急・普通・LTF	※ 発電係

(※印欄内は電信課記入)

大 臣 政 務 次 官 事 務 次 官 外務審議官 外務審議官 官 房 長	主管 アメリカ局長 参 事 官 北米第一課長	主管局部課 (室) 名 米北 1 起案 昭和 45 年 12 月 26 日 起案者 加藤 電話番号 2465
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協議先

条約課長

安全保障課長

在 沖 繩 高瀬 大使 臨時代理大使
総領事 代 理 外務 大臣 発

電 在 米 牛込 大使 臨時代理大使
転 報 総領事 代 理

件名

軍分府問題 (施設庁調査員派遣)

1. 本件はついで、かねてより米側に對し、復讐準備
との関連で 沖縄にある軍分府管理機構及び分府
管理費等の実態を至急詳細調査の要があること、
防衛施設庁専門官の沖縄派遣を可及的速に実施
（今般米側の合意を取りつけたこと）
いさし再々申し入れました結果、あつたこと、

(昭和四二・七一 改正)

GB-1

2

アソビ シンダロウ

尾辻 新三郎 (分府部分管理課資金

オオキ シル

調査係長) 及び大貫 茂 (分府部分企画

課員) の 2 名を 明年 1 月 5 日 JL 905 に

貴地着 9 日発の予定を以て貴地に派遣の上、

4 軍、CPO 及び FO の担当官との接頭を

通じ 上記調査を行なわれしことになった。

2. ついで、上記 1. の状況を照るべく米側に

通報の上、本件調査に因し出来る限りの

協力方を要請する事になった。(調査事項の詳細

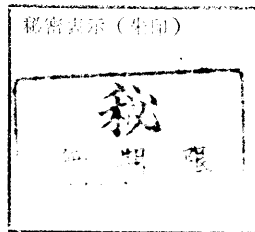
等には因する資料 28 日発 ハウ 4 に 2 空送る事)

米に電した。

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GB-3

外務省



部数指示	電信用	執務用	備考
主 信	1	1	2
付	あや(知事)		
属			

発送日 昭和45年12月28日
処理日
発信 15 タイプ 検査

文書課長 (印) 公 信 案 (分類)

公 信 番号 米北1 第 142 号	公 信 日付 昭和 45 年 12 月 28 日
大 臣 政 務 次 官 事 務 次 官 外務審議官 外務審議官 官 房 長	主 管 アメリカ局長 参 事 官 北米才一課長 A14
	起案 昭和 45 年 12 月 28 日 起案者 122 電話番号 2465

協議先

受信者

沖縄復帰準備委 日本国政府代表

寄送付先

発信者

愛知外務大臣

(希望発送日)

12月28日

件 名

防衛施設庁調査団の派遣

GA-3

28 46 外務省

回覧番号

米北1 第142 号
昭和45年12月28日

沖縄復帰準備委員会
日本国政府代表 殿

外 務 大 臣

(件名)

防衛施設庁の調査団派遣

引用公・電信
日付・番号

(米北1)
往電 338 号

冒頭往電をもって訓令した本件調査団の
派遣につき、下記資料 別添のとおり送付する。

記

1 12月23日付 防衛施設庁長官米北142号公信施本
3686号 (CGP) 号 1通

※ 付同添付 (付) ☒ 付同電報 (DP) ☐ 付同郵便 (PO) ☐ 付同郵便 (PO) ☐

GA-2-1

外 務 省

2. 勞務管理費及開支調查事項 5 1部

Survey of Personnel Administrative Expenses

1. References:

- a. Personnel Administration Organization Charts.
- b. Summary of Cost per Local National Employee.
- c. Section XV, Civilian Personnel-Continued.

2. Item of Survey

(1) Administration Organization:

- a. Details of administration organization (lower echelon organizations than those shown in Reference a. Charts together with number of administrative personnel by job title).
- b. How far computers are used within respective services.

(2) Personnel Administration Expenses:

- a. Details of Okinawa LN payroll cost-personnel Cost, Cost other than labor and Operation Support in paragraph 1 of Reference 1b, above by services.
- b. On what basis services anticipate reduction of payroll costs by centralization of payroll functions into USG owned computer as described in "NOTE" of paragraph 1, Reference 1b, above by services.
- c. Details of personnel administrative costs on Okinawa as referred to paragraph 2, Reference 1b, above by service.
- d. Details of personnel administrative expenses on Okinawa for 1967, 1968 and 1969 by service.
- e. Other supplemental data needed by us.

(3) How Yard-sticks in Reference 1c, above are actually implemented.

3. Personnel to be dispatched.

<u>Name</u>	<u>Government Post</u>	<u>Grade</u>	<u>Date of Birth</u>	<u>Address</u>
OTSUJI, Shinsaburo	Unit Chief, Labor Fiscal Management Section, Labor Division, DFPA Administrative Official of Defense Agency	(Administrative Wage Schedule 1) ■	■■■■■	■■■■■
ONUKI, Shigeru	Unit Chief, Labor Planning Section, Labor Division, DFPA Administrative Official of Defense Agency	■	■■■■■	■■■■■

4. Schedule of Survey

- (1) Period: From 6 January 1971 to 8 January 1971.
- (2) Destination: USA, USAF, USN, MC, COP's and FO's.

Duty Assignment

To: Mr. Shinsaburo Otsuji

Mr. Shigeru Onuki

From: Mr. Masakuni Anzai, Director, Labor Division, DFAA

In order to make further detailed study on administrative cost for Okinawan employees you are herewith instructed to collect as many detailed data supporting those appearing in "Summary of Cost per LN Employees"

Items to be surveyed leading to respective desirable tables are shown as follows:

1. Organizational Charts

(a) Organizational charts by service showing all lower echelon units lower than Army's Ryukyu Joint Board, Navy's Personnel Service Office, Air Force's Branch CPO or Central Civilian Personnel Off., and CRE's Personnel Branch, if any.

(b) Organizational charts by service showing all echelon units of Finance Office or other units, if any, serving personnel units shown under (a) above.

(c) Each of the units to be shown in charts under (a) and (b) should include numbers of positions authorized.

2. Specific duty assigned to personnel engaged in labor management on Ryukyuan Employees such as recruitment, classification, allocation, fund control and wage payment. Based on the survey the following list will be prepared.

Name of unit

Duty position title (Job title)	No. of positions
------------------------------------	------------------

3. Actual results of expended administrative expenses (classified by appropriated fund and non-appropriated fund). Based on the survey, the following list will be prepared.

Item	1968	1969	1970
------	------	------	------

Personnel Expenses (by American and Ryukyuan)

Base Pay

Allowances

Retirement Allowance

Travel Expense (by American and Ryukyuan)

Office Expenses

Utility

Depreciation of Capital
Goods (Computer and Fixtures etc.)

Maintenance

Others

Total

4. Number of Ryukyuan employees.

Based on the survey, the following list will be prepared.

Facilities	Location	Number of Category one Employees	Number of Category two Employees
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5. Regulations concerning payment procedures:

Regulations on wage computation and payment method.

6. Actual payment procedures:

Number of using units and employees for payment classified by check, cash (and other method, if any).

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注意

1. 本電の取扱いは慎重を期せられたい。
2. 本電の主管変更その他については検閲班に連絡ありたい。

電信写

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大政官外外備官
務次典房
臣官官審審長長
儀議人電厚計
備書文会營給

国資長
領移長
参調析企
参領旅移

ア参地中東
長北東西
米長参北北
中南参一二
参西東洋
長西東

近ア参書近ア
長次総経国万
長参貿統
経参政技二
協長国一理
参参条協
長国参政経科
長軍社專
情参道内外
長文長一二

總番号(TA) 75
71年1月4日10時10分 沖縄 発着 米北1
71年1月4日11時22分 本省

外務大臣殿 高瀬(大使) 臨時代理大使 総領事 代理

防衛施設庁労務調査団の来ちゆう

第4号 略 至急

貴電米北/第338号に関し

2日四軍合同労働委ツエイコブソン議長より、スズキに対し、調査団の来ちゆうはかん迎するも関係資料の調整が間に合わぬため日程を//日以降に変更されれば幸じんである旨申し越した。右については事情止むを得ざるものと判断されるところ何分のぞ回電ありたい。

(了)

外務省

(回覧番号) 外務省電信案 (分類)

機密表示(極秘・秘・秘密)	符号表示 暗 略 平	※ 総第 04 025 号
第 2 号	※ 昭和 年 月 日 時 分 発	※ 発電係
大至急 至急 普通・LTF		

大 臣 政 務 次 官 事 務 次 官 外務審議官 外務密議官 官 房 長	主管 アメリカ局長 参事官 北米第一課長	主管局部課(室)名 米北1 起案 昭和46年1月4日 起案者 北米第一課長 電話番号 2465
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協議先	条約課長	安全保障課長
在 沖繩高瀬(大使) 臨時代理大使	あて 外務大臣 発	
電 在 大 使 臨時代理大使	総領事 代理	あて
件名	施設庁労務調査団訪沖	
貴電米北/第338号に関し、		
冒頭貴電の次へにある、本調査団は当初予定どおり訪沖する旨、2日付に米北に伝達された。		
(在米大使に打合せ済み)		

(※印欄内は電信課記入)

(昭和四二・七一 改正)

GB-1

ソカヒ

注意

1. 本電の取扱いは慎重を期せられたい。
2. 本電の主管変更その他については検閲班に連絡ありたい。

26/

電信写

大政官外務省

参事官参事官

参事官参事官

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総番号(TA)

70年1月8日15時15分
70年1月8日18時13分

主管

本 省 参 事 官

外務大臣殿

臨時代理大使

総領事 代理

施設庁事務調査団

第32号 略 至急

客年貴電米北/第338号に関し

1。6日午後及び7日朝スズキをしてジェイコブソンに対し、(1)調査団が希望日程通り調査を開始すること、(2)CPOに赴き直接担当者に接触せしめること、の2点につき交渉せしめたところ、「ジ」は(1)内部に難い

があつたことは遺憾であるが物理的に不可能であり、7日午後より調査を開始せざるを得ない。(2)間接雇用移行問題が日米両政府間交渉中である現状において、施設庁職員が各軍の人事部に直接赴いて代表者以外の者と接触し、あるいはちようぼをえつらんすることは好ましくないというのが各軍の意向であり、自分としてはこれ以上如何ともし難い。調査団に対しては「ジ」立会いの上各軍人事部長及び財務部の責任者をして応待せしめ、資料提供及び質疑に対する回答については責任者を通じて提供し得るようできるだけ便宜を図りたい。旨回答した。

2。7日午後調査団はJSLC会議室においてJSLCメンバー(含む四軍及びORE人事部長)と会合。米側より

外務省

注意

1. 本電の取扱いは慎重を期せられたい。
2. 本電の主管変更その他については検閲班に連絡ありたい。

電信写

人事部の組織、定員及び経費等の資料が提出され、これに対する質疑応答を行なつた。8日午前より質疑を続行。午後3時よりFOとの会合を行なう予定。なお、調査団はCPO担当者との接触については、8日の質疑応答を通じてなおその必要性を強調する意向である。

(丁)

(字 号 多 治 19:00)

外務省

大政事外外儀官
 務次典房
 臣官宣審審長長
 備總人電厚計
 備文会管給
 國資長領移長
 參調析企
 參領旅移
 ア 參地中東
 長 北東西
 參北北保
 中 參一二
 南 參西東洋
 塞 西東
 欧 長
 近ア 參替近ア
 ア 長 次總經國
 長 參貿統
 經 參政技二
 協 長 国一理
 長 參条協
 条 長 國 參政經科
 長 軍社專
 道 長 道内外
 文 長 一二

注意

1. 本電の取扱いは慎重を期せられたい。
2. 本電の主管変更その他については検閲班に連絡ありたい。

電信等

総番号(TA) 00856
 11年1月8日20時11分 沖繩 発着 米北!
 11年1月9日00時20分 本省
 外務大臣殿 高瀬 (大使) 臨時代理大使 総領事 代理

施設庁労務調査団

第39号 略 至急

往電第32号に関し

1。調査団は8日午後12時半より3時まで、CPOとの会合を続行。前日米側より提出された資料に基づき進行した。3時よりFOとの会合が予定されているため一たん会合を打ち切ったところジェコブソンより日本側が必要とする資料を明示すれば各司令官と調整の上資料を準備し//日朝より続行することが可能と思われるので調査団の滞在を2、3日延期することを考慮されたい旨提案があつた。

2。午後3時より6時までFO関係担当者8名と会合を行ない、調査団より資料提出要求及び説明を求めたところ、資料については米側に準備がないため//日に提出する旨回答があり、説明を受けるに留まつた。

3。米側が協力態勢に入りつつある現状をふまえ、スズキより調査団は施設庁の指示により予定通り出発するが今後米側より資料が提出されればスズキが受領し伝達する。

注意

1. 本電の取扱いは慎重を期せられたい。
2. 本電の主管変更その他については検閲班に連絡ありたい。

電信等

調査開始が遅れ完了に至らなかつたことは遺憾であり、今後の改善を期待するが、米側の協力には感謝する旨然るべく発言しておいた。

4。しかるところ、会合終了後「ジ」よりスズキに対し、外務省側において滞在延期につき再度調整ありたい旨申し越したところ、施設庁と調整の上結果何分のぞ回電ありたい。

(了)

アメリカ局長
参事官

秘密標記(赤色)

北米第一課長

第 25 号

昭和 46 年 1 月 14 日

外務大臣 殿

在 準備委代表事務所
高 瀬



(件名)

軍労務関係資料送付

引用公・電信 昭和45年12月28日付
日付・番号 貴電米北1第338号

標記に因り施設庁調査実施中に米側より提出
された資料を下記のとおり送付する。

なお、本資料は調査団に対し手交済みである。

付属添付 ☒ 付属空便(行) ☐ 付属空便(DP) ☐ 付属船便(貨) ☐ 付属船便(郵) ☐

本信送付先:

本信写送付先:

配付先:

GA-3-1

183 在外公館

1. 陸軍関係

- (1) 人事部組織図 2葉
- (2) 人事部職種別人員 1葉
- (3) 人事部リスト 2葉
- (4) 人事部業務内容記述書 4葉

2. 空軍関係

- (1) 人事部組織図 6葉
- (2) 人事部職種別人員 1葉
- (3) 人事部リスト 1葉
- (4) 人事部業務内容記述書 2葉

3. 海軍及び海兵隊関係

- (1) 人事部リスト 1葉
- (2) 人事部職種別人員 1葉
- (3) 人事部組織図 1葉

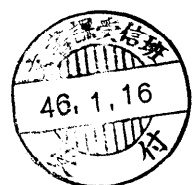
4. ORE関係

Information for DFMA Visitors 2葉

GA-4

外務省

資料整理
力
渉
力
調整
調査
力
力
局



5. その他

(1) 年労務者人員表 1葉

(2) 取務記述書(2取程) 4葉

POSITION STRUCTURE
MACHINATO ACPO

1 - (1)

RECAPITULATION	
U.S.	21
Non U.S.	40
TOTAL:	61

OFC/CIV PERS OFF	
1 Pers Ofcer	GS-201-13
1 Secretary (Steno)	GS-318-4
2	

TECH SVC OFC	
1 Supv Pers Mgmt Spec	GS-201-11
1 PMS	GS-201-9
1 Clk Steno	GS-312-4
Proc & Pos. Cont Sec	
1 Supv Staff Clk	RGS-203-6
8 Staff Clk	RGS-203-4
Svcs & Empl. Benefits Sec	
1 Supv Pers Asst	GS-203-7
1 Pers Clk (Typ)	GS-203-5
1 Reports Clk	RGS-301-5
2 File Clk	RGS-305-4
1 Clk Typ	RGS-322-4
18	

P&PM BR	
1 Supv Pos Class Spec	GS-221-12
2 Pos Class Spec	GS-221-11
4 Pos Class Spec	RGS-221-11
1 Class Clk (Typ)	RGS-203-5
1 Clk Typ	RGS-322-3
9	

REC & PLMT BR	
1 Supv Pers Staff Spec	GS-212-12
1 Secretary	GS-318-4
3 Pers Staff Spec	GS-212-11
2 Pers Staff Spec	RGS-212-11
6 Pers Staff Spec	RGS-212-9
1 Pers Clk (Typ)	RGS-203-4
1 Clk Typ	RGS-322-3
15	

EMPL-MGT REL BR	
1 Supv Emp Mgt Coop Spec	GS-230-12
3 Emp Mgt Coop Spec	GS-230-11
4 Emp Mgt Coop Spec	RGS-230-11
1 I.A. Spec	GS-301-9
2 Clerk Typists	RGS-322-4
1 Emp Rel Clk	RGS-203-4
12	

TNG & DEV BR	
1 Supv Emp Dev Spec	GS-235-12
3 Emp Dev Spec	RGS-235-11
1 Emp Dev Clk	RGS-203-4
5	

POSITION STRUCTURE
SUKIRAN ACPO

1-11) - 2

OFC/CIV PERS OFF	
1 Pers Ofcr	GS-201-13
1 Secretary (Steno)	GS-318-4
2	

RECAPITULATION

U. S.	23
Non U. S.	47
TOTAL:	70

TECH SVC OFC	
1 Supv PMS	GS-201-11
1 PMS	GS-201-9
Proc & Pos Cont. Sec	
1 Supv Staff Clk	RGS-203-6
8 Staff Clk	RGS-203-4
Svcs & Empl Benefits Sec	
1 Supv Pers Asst	GS-203-7
1 Pers Clk (Typ)	GS-203-5
1 Reports Clk	RGS-301-5
2 Clk Typ	RGS-322-4
3 File Clks	RGS-305-4
19	

POS & PAY MGMT BR	
1 Supv Pos Class Spec	GS-221-12
3 Pos Class Spec	GS-221-11
4 Pos Class Spec	RGS-221-11
1 Class Clk (Typ)	RGS-203-5
1 Clk Typ	RGS-322-3
10	

REC & PLMT BR	
1 Supv Pers Staff Spec	GS-212-12
Placement Sec	
4 Pers Staff Spec	GS-212-11
2 Pers Staff Spec	RGS-212-11
5 Pers Staff Spec	RGS-212-9
1 Pers Clk (Typ)	RGS-203-4
1 Clk Typ	RGS-322-3
Rect & Career Mgmt Sec	
1 Pers Staff Spec	GS-212-9
1 Pers Clk (Typ)	RGS-203-4
1 Clk Typ	RGS-322-3
USCSC Det Rep	
1 Pers Staff Spec	GS-212-7
Ryukyuan JB of Exam	
1 Supv Pers Staff Spec	RGS-212-11
2 Pers Staff Spec	RGS-212-9
1 Staff Clk	RGS-203-4
22	

MGT-EMPL REL	
1 Supv Emp-Mgt Coop Spec	GS-230-12
3 Empl-Mgt Coop Spec	GS-230-11
4 Empl-Mgt Coop Spec	RGS-239-11
1 I.A. Spec	GS-301-9
1 Empl Rel Clk	RGS-203-4
2 Clk Typ	RGS-322-4
12	

TNG & DEV BR	
1 Supv Emp Dv Spec	GS-235-12
3 Empl Dev Spec	RGS-235-11
1 Empl Dev Clk	RGS-203-4
5	

Army

DEPARTMENT OF THE ARMY RYUKYUAN CIVILIAN
PERSONNEL OFFICE EMPLOYEES ENGAGED IN
RECRUITMENT AND POSITION CLASSIFICATION
AND MER, T & D

1. Machinato ACPO:

Position & Pay Management

4 - Position Classification Specialist, RGS-11

Recruitment & Placement

2 - Personnel Staffing Specialists, RGS-11

6 - Personnel Staffing Specialists, RGS-9

Management-Employee Relations

4 - Employee-Management Cooperation Specialists, RGS-11

Training & Development

3 - Employee Development Specialists, RGS-11

2. Sukiran ACPO:

Position & Pay Management

4 - Position Classification Specialists, RGS-11

Recruitment & Placement

1 - Supervisory Personnel Staffing Specialist, RGS-11

2 - Personnel Staffing Specialists, RGS-11

7 - Personnel Staffing Specialists, RGS-9

Management-Employee Relations

4 - Employee-Management Cooperation Specialists, RGS-11

Training & Development

3 - Employee-Development Specialists, RGS-11

ANNUAL DOLLAR COST-LOCAL NATIONAL
NAF GPO EMPLOYEES

Personnel Expenses (NAF), 1970

Base Pay	\$19,805.76
(Bonus)	6,285.09
	<u>\$26,090.85</u>
*Term-End Allowance	\$ 393.12
Travel Allowance (Commutation Alw Only)	\$ 126.00
Retirement Allowance	\$ 1,912.56
GRI Social Security Tax	<u>\$ 839.64</u>
TOTAL	\$29,362.17

*Additional bonus payable in April.

ANNUAL DOLLAR COST LOCAL NATIONAL EMPLOYEES
ASSIGNED TO CPO (APPROPRIATED FUND)

Personnel Expenses (AF), 1970

Base Pay	\$186,000.00
(Bonus)	<u>62,000.00</u>

TOTAL	\$248,000.00
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Allowances(Includes Retirement)	6,000.00
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Travel Expenses	<u>2,435.00</u>
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TOTAL	\$504,435.00
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Includes:

MAC Trans OKI to Hawaii & Return to OKI	\$ 214.00
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MAC Trans OKI to Japan & Return to OKI	\$ 40.00
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Per Diem 7 days Hawaii	\$ 203.00
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Per Diem 17 days Japan	\$ 358.00
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Travel Allowance to & from duty (\$1.50 per mo X 90 Emp)	\$1,620.00
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CIVILIAN PERSONNEL DIVISION

Advises the Commanding General, his staff, and cross-serviced activity commanders and their staffs, on matters pertaining to the administration and management of civilian employees. Directs the development of and evaluates an integrated operating civilian personnel program.

Civilian Personnel Director

Acts for the Commanding General in developing activity civilian personnel policy, and in planning, programming, executing, and evaluating a comprehensive civilian personnel program, in accordance with Department of the Army, Civil Service Commission, and other applicable rules, regulations, and procedures. Supervises and directs the provision of central civilian personnel services for the activity; the administration of legal, regulatory, and procedural controls established within the Federal personnel system; and the furnishing of staff assistance on effective civilian personnel management to all levels of management and supervision.

Deputy Civilian Personnel Director

Assists the Civilian Personnel Director in accomplishing his assigned responsibilities, operating with full delegated authority to act for the Director in all aspects of the operation of the Office of the Civilian Personnel Director.

Labor Management Branch

Advises the Civilian Personnel Director, OCPD Staff, USARVIS command and management officials on labor policy regulations and procedural matters which affect the U. S. citizen and Ryukyuan work-forces.

a. Represents the Civilian Personnel Director in negotiations and consultations with both U. S. citizen and Ryukyuan employee groups.

b. Develops policies, procedures, and regulations pertaining to the administration of Ryukyuan employees.

c. Provides staff supervision over the technical aspects of labor management as implemented by Area CPO's insuring comparability in administration of employees.

d. Apprises the Civilian Personnel Director of labor trends, unrest and impending strike activities.

1-(3)-2

1-(4)

Position and Pay Management Branch

Develops a comprehensive integrated U.S. citizen and Ryukyuan employee positions and pay management program for USARYIS and cross-serviced activities.

- a. Advises on relationship of position and pay management to effect accomplishment of assigned missions.
- b. Reviews the manner in which delegation of authority for job evaluation is exercised at subordinate civilian personnel offices through surveys and other means.
- c. Provides evaluation decisions as required on controversial or unprecedented jobs. Exercises pre-audit authority for positions recommended for evaluation to GS-14 and higher grade levels.
- d. Represents the Civilian Personnel Director in negotiations with representatives of other military services, and the U. S. Civil Administration, Ryukyuan Islands, concerning development and Administration of local national pay systems and in the resolution of controversial classification and pay problems.
- e. Prepares comments and recommendations on proposed DA and Civil Service Commission publications pertaining to position and pay management.

Program Management Branch

Develops a comprehensive program to meet the needs of the command for guidance and counsel to supervisors in the execution of their personnel management and personnel administration responsibilities; program analysis and evaluation of the effectiveness of the civilian personnel management program; evaluation of personnel services furnished to supervisors by all elements of OCPD; and command-wide use of Incentive Awards.

- a. Coordinates:
 - (1) Civilian personnel administration functions directed toward providing services to supervisors and employees within the USARYIS area of responsibility.
 - (2) Command-wide and organizational civilian personnel program plans, including portions of mobilization plans pertaining to civilian personnel.
- b. Evaluates:
 - (1) The management and utilization of the civilian personnel work-force and prepares and submits periodic program status reports within USARYIS and to Headquarters, U. S. Army, Pacific, and Department of the Army.

(2) Availability and use of employee services and facilities in terms of employee needs. Consults with managers and/or concerned staff officers as to possible changes and advises as to possible additional services or improvements in services and facilities required.

- c. Presents periodic briefings to managers and supervisors depicting the status of the command civilian personnel program and the status of civilian personnel programs within major organizational elements of the command.
- d. Develops, in conjunction with other staff members of the Office of the Civilian Personnel Director, command civilian personnel management policies and procedures.
- e. Prepares and monitors publication of policies and procedural directives relating to civilian personnel management and administration.
- f. Provides Executive Secretary service to the USARYIS Incentive Awards Review Committee which considers recommendations for Federal and non-Federal honorary awards, performance and cash awards for U. S. citizen employees.

Training and Development Branch

Directs the USARYIS Training and Development Program for U. S. citizen and Ryukyuan employees, and their military managers and supervisors.

- a. Works with and through training committees and subordinate AGPO's in promoting a clear understanding of the CG, USARYIS's objective on employee training and development; manager responsibilities for training; and the OCPD support role in achieving objectives.
- b. Coordinates all aspects of training and development and appraises new methods for possible application.
- c. Provides:
 - (1) Direction to and assists in manager and supervisor development activities, including the conduct of specific courses on a centralized basis as required for U.S. citizen employees (e.g., Personnel Management for Executives).
 - (2) Staff guidance on training doctrine, on the design of training and development activities, and in the selection and development of trainees.
 - (3) Special support to managers on more complex or unprecedented training and development needs.

(4) Technical guidance to subordinate ACPO's engaged in providing staff assistance on training and development activities.

(5) For the conduct of an annual survey of training needs at the beginning of each fiscal year and coordinates plans for meeting requirements with responsible activities.

d. Evaluates the manner in which training and development activities are being conducted by subordinate ACPO's through surveys and other means.

Area Civilian Personnel Offices

Sukiran Area Civilian Personnel Office

Machinato Area Civilian Personnel Office

Provides centralized civilian personnel services to employees and activity commanders and management officials in the geographic area served, furnishing the full range of personnel management and administrative services, including the incentives program, personnel management assistance, position and pay management, training and development and suggestion program services.

a. Furnish guidance and assistance to management officials and supervisors in the administration of civilian personnel programs designed to obtain, develop, utilize and retain a qualified and efficient workforce.

b. Administers established legal, regulatory, and procedural controls governing employment systems for the U. S. citizens and Ryukyuan workforce.

c. Effects coordination with the Civilian Personnel Director and staff, and other Area Civilian Personnel Officers to insure that plans, programs, and objectives are compatible with overall USARIIS requirements.

NOTE: In addition to the Area Personnel Office functions indicated above, the Sukiran ACPO (only) provides centralized recruitment and administrative services for all Ryukyuan employees of unit labor funds, clubs, open messes and other approved U. S. Army nonappropriated fund activities.

USAF

2-11

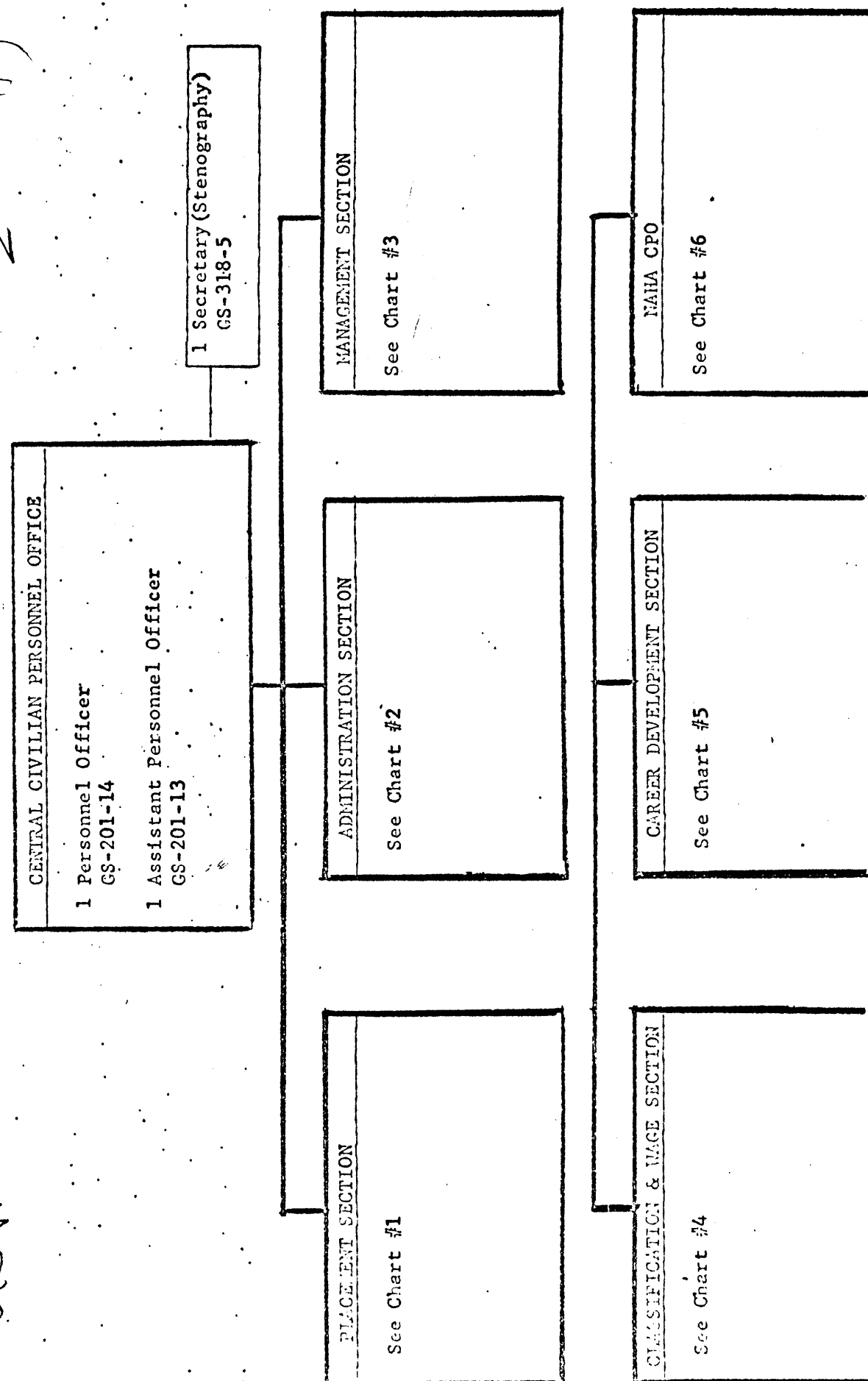


Chart #1

PLACEMENT SECTION
1 Supervisory Personnel Staffing Specialist GS-212-12
1 Personnel Staffing Specialist GS-212-11
2 Personnel Staffing Specialist RGS-212-9
1 Staffing Assistant GS-203-7
1 Staffing Clerk (Typing) GS-203-4
*1 Clerk-Typist GS-322-2

*Paid from Non-Appropriate Funds.

Chart #2

ADMINISTRATION SECTION
1 Supervisory Personnel Assistant GS-203-6
1 Personnel Clerk (Typing) GS-203-5
2 Personnel Clerk (Typing) GS-203-4
3 Personnel Clerk (Typing) RGS-203-4
*1 Clerk-Typist GS-322-2
*2 Clerk-Typist RGS-322-3

*Paid from Non-Appropriate Funds.

Chart #3

MANAGEMENT SECTION
1 Supervisory Employee-Management Cooperation Specialist GS-230-13
1 Employee Relations Specialist GS-230-12
2 Employee Relations Specialist GS-230-11
1 Employee Management Cooperation Specialist GS-230-12
2 Employee Relations Specialist RGS-230-11
1 Employee Relations Clerk RGS-230-4
1 Clerk-Stenographer GS-312-3
*1 Personnel Management Specialist NGS-201-9

*Paid from Non-Appropriate Funds.

Chart #4

CLASSIFICATION & WAGE SECTION
1 Supervisory Classification & Wage Specialist GS-221-13
1 Position Classification Specialist GS-221-12
1 Classification & Wage Specialist GS-221-12
3 Position Classification Specialist RGS-221-11
1 Classification Clerk (Stenography) GS-203-4
*1 Position Classification Specialist NGS-221-7

*Paid from Non-Appropriate Funds.

Chart #5

CAREER DEVELOPMENT SECTION	
1	Supervisory Employee Development Specialist GS-235-13
1	Employee Development Specialist GS-235-12
1	Supervisory Employee Development Specialist RGS-235-11
2	Employee Development Specialist RGS-235-11
1	Employee Development Clerk (Typing) RGS-203-5
1	Clerk-Typist RGS-322-3

USAF

PERSONNEL ENGAGED IN LABOR MANAGEMENT OF RYUKYUAN EMPLOYEES

Central Civilian Personnel Office

Kadena Air Base

Appropriated Funds

<u>Job Title</u>	<u>Number of Positions</u>
Personnel Staff Specialist	3
Employee Development Specialist	4
Employee Development Clerk	1
Position Classification Specialist	4
Employee Relations Specialist	3
Employee Relations Clerk	1
Personnel Clerk (Typing)	5
Clerk-Typist	1
	<u>22</u>

Non-Appropriated Funds

Employee Relations & Classification Specialist	1
Position Classification Specialist	1
Personnel Management Specialist	1
Personnel Staffing Specialist	2
Clerk-Typist	2
	<u>7</u>

10
1
10

CIVILIAN PERSONNEL ADMINISTRATIVE EXPENSES 1970

	Appropriate Fund	Non-Appropriate Fund
Personnel Expenses (Ryukyuan)	22 Employees	7 Employees
Hourly Base Pay	27.03	7.01
Language Allowance	3.06	.48
Commutation Allowance	.19	.06
Bonuses	9.57	2.48
	39.85	10.03

USARIIS

5-124
R1999 R2549

300 Stds: GS-230, ^{June 66} ~~June 66~~; GS-201, Part II, Employee-Management Cooperation Specialist
Aug 68 RGS 230 12

ROBERT L. SMITH

20 July 1965

SUPERVISORY CONTROLS

Works under the general supervision of the Chief, Labor Relations Division, OCPD, who gives instructions regarding command policy relative to relation-ships with organized employee groups. Work is reviewed in terms of the degree of cooperation obtained from employee organizations and effectiveness in communicating command policy to such organizations.

MAJOR DUTIES

1. Advises and assists the supervisor on matters pertaining to employee-management relations, organized employee groups, mediation of labor management problems, as per-
to local national employees of the U.S. Army and cross-serviced agencies. The
total workforce consists of approximately 10,000 employees paid from appropriated
funds, and 2,500 to 3,500 non-appropriated funds, domestic-type and service-type
employees, in a wide variety of trade, craft and Class-A type occupations. Nego-
tiations are conducted with 9 unions or organizations either through a joint council
or as individual unit. Total membership of unions ranges from 8,000 to 9,500. Incu-
ment has a delegated authority to act for the Labor Relations Advisor, in his absence,
on all matters pertaining to labor relations activities with local national employee
organizations. Maintains liaison with officials of organized groups to keep informed
of developments in employees' interest as pertains to employment, working conditions,
duty tours, wages, etc., and to develop within management a similar interest to meet
the logical and valid requirement of the workforce. Develops within management an
awareness of developments within employee groups in order that it progresses at the
same or faster pace. Advises management and employees of their respective rights as
well as their obligations to each other. On occasion holds meetings with employee
organization representatives providing interpretation of regulation when needed and/or
submitting the office to further research when necessary.

2. As directed by the supervisor, conducts special studies to determine the desir-
ability of implementation of additional fringe benefits, the deletion and/or revision
of existing policies pertaining to them. Researches precedent and current employment

practices in local firms and government agencies; obtains locality wage survey data made available for UGMA and DA; develops study to provide information as to desirability of establishing, revising, or deleting policies and procedures, or implementing additional fringe benefits; and makes recommendations thereon. Such projects require review of current political and economic situations and close coordination with subject matter specialists in these fields to insure that labor-management relations are developed and maintained concurrently with progress in other speciality areas. Studies requests of employee groups concerning special considerations, such as the recognition of Ryukyuan holidays for local national employees, discrimination, work schedules, workers' compensation and unemployment insurance, etc.; and makes recommendations to the supervisor, as requested.

3. Participates in labor-management conferences and negotiations with supervisor, and acts as interpreter-translator for supervisor and CPD when required.

Performs other duties as assigned.



AVTOR CHIEF

ANALYST'S COMMENTS

DEPARTMENT OF THE ARMY JOB DESCRIPTION (DA FORM 1 and CPR 502)		1. INSTALLATION OR HEADQUARTERS OFFICE		2. JOB NUMBER DA 907	
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE CSC GS-230 June 66 CPOS 201, Part II Aug 68			4. TITLE Employee-Management Cooperation Specialist		
5. PAY SCHEDULE KGS		6. OCC. CODE 230		7. GRADE //	
8. EVALUATION APPROVAL Title, pay schedule, code and grade of this job have been fixed in accordance with Department of the Army official policy and grade level standards.			SIGNATURE		DATE
9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS (Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)					
<p>SUPERVISORY CONTROLS consist of written and oral instructions regarding nature and priority of assignments with periodic discussions regarding mission to be accomplished. Work is subject to spot check or occasional review for compliance with legal and regulatory requirements, quality of advisory services provided, and degree to which assigned objectives have been achieved.</p> <p>MAJOR DUTIES as EMPLOYEE-MANAGEMENT COOPERATION SPECIALIST are:</p> <ol style="list-style-type: none"> 1. Develops and recommends plans, policies, and procedures for local implementation of DA labor relations program, and assures communication of DA and local policies and procedures to management and staff officials. Provides principal point of contact on labor-management relations matters of overall concern to established bargaining units. Provides technical advice and assistance to management regarding their rights and obligations. Assures that necessary labor relations training is made available for staff and management officials. 2. Advises and/or serves as a member of the installation negotiation committee. Assures the collection and analysis of experience under negotiated agreements and conducts special studies to develop management demands and/or respond to union demands at bargaining table. Participates in the resolution of grievances and unfair labor practice complaints arising out of the application and/or interpretation of negotiated agreements. 					
(continued on reverse)					
10. JOB CONTENT APPROVAL (Complete on organization file copy only.)					
ORGANIZATION LOCATION					
THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.			The above description, as modified, and with prescribed supplemental material is adequate for purposes of evaluation.		
SIGNATURE OF APPROVING SUPERVISOR			SIGNATURE OF ANALYST		
11. REAUDIT APPROVAL					
DATE					
SUPERVISOR'S APPROVAL					
ANALYST'S SIGNATURE					

DA FORM 374

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

GPO : 1961 O-597674

A-397

3. Develops draft policies and implements actions regarding the following areas; personal adverse actions, grievances and appeals, employee services, communication, employee counseling as defined in CPR 250.5-10.

Performs other duties as assigned.

Evaluation Statement and Supplemental Material

Evaluation Factors	*Level			
Factor I Organizational Environment	(A)	A	B	B
Factor II Nature, scope and impact of issues	(A)	C	B	A
Factor III Participation with Management	(B)	B	B	C
Factor IV Authority to speak for Management	(B)	A	A	A
Resulting Classification: GS-230	(11)	12		

Supplemental Material, explain use of elements below.

*Represents typical combinations. See page 43, GS-230 standard. Circle appropriate levels or use blank column if appropriate, and explain below.

CENTRAL CIVILIAN PERSONNEL OFFICE 824TH COMBAT SUPPORT GROUP APO SAN FRANCISCO 96239

CIVILIAN PERSONNEL OFFICER

Is responsible for the management, control and direction of the Air Force civilian personnel program on Okinawa. The specific responsibilities include: developing regulations, standards, and procedures as necessary to implement higher authority directives and to insure effective administration of the program which encompasses U. S. citizen, third country and local national employees of appropriated and non-appropriated funds; evaluating and appraising the effectiveness with which supervisors discharge their inherent management responsibilities and in fostering effective personnel management processes and activities; appraising the needs of the work force and the special requirements put on the work force by missions and environment; servicing as a point of contact in civilian personnel policy matters, both internally within the Air Force and with other Federal agencies in the area; and providing positive leadership and direction of the activities of the Civilian Personnel Office. Serves as AF representative on Joint Services Labor Committee and in coordination with USCAR and other DOD activities on Okinawa on labor matters.

CAREER DEVELOPMENT SECTION

Plans, organizes, develops and administers an employee and career development program; advises and assists management, operating officials and employees in determining training needs, development of training materials, conduct of group training, and special training courses. Coordinates activities with other functions of the civilian personnel program and operating staffs of the installation. Evaluates the employee and career development program and adapts it to meet local needs.

CLASSIFICATION AND WAGE ADMINISTRATION SECTION

Plans, organizes, develops and administers classification, job evaluation and wage administration program. Advises and assists management, operating officials, and employees on these functions. Develops and reviews allocation standards; participates in annual locality wage surveys; analyzes and allocates positions; evaluates appeals; maintains files of position descriptions, organization charts and related records, and devises local procedures; indoctrinates supervisors in classification principles and use of CSC and AF standards with a goal toward eventually increasing military and civilian supervisors' participation in the classification process; evaluates supervisors progress, status and requirements for increased participation of subordinate supervisors through SEED reviews or surveys.

MANAGEMENT SECTION

Advises and assists management, operating officials and employees on environmental and personnel matters affecting employee moral and working

efficiency; advises management and operating officials on employee group proposals or complaints; reviews and determines, for the Commander, whether proposed disciplinary actions comply with laws, policy, regulations and procedures; advises and assists employees regarding formal grievances and appeals procedures. Promotes, administers and provides assistance in connection with incentive programs.

ADMINISTRATIVE SECTION

Responsible for the administration program; applies prescribed procedures for personnel processing and record keeping; prepares, processes and routes forms and records required to complete personnel actions; establishes and maintains required civilian personnel and manpower records and files; completes statistics and prepares reports. Determines eligibility of employees for allowances and differentials. Determines eligibility for civilian travel and prepares travel orders. Responsible for administration of local national and third country national nonappropriated fund programs and advises and assists on U. S. nonappropriated fund positions.

PLACEMENT SECTION

Advises and assists management and operating officials on matters pertaining to recruitment, placement, evaluation and separation of employees. Applies Air Force policies and regulatory requirements to promotion, placement, reduction in force, performance ratings and other phases of the personnel program. Recruits evaluates, selects and assigns applicants from within and without the installation. Develops qualification standards for promotion and placement purpose.

Scope of the program includes U. S. citizen, local national and third country citizens for positions in the 313th Air Division and attached tenant organizations located on Kadena Air Base and at outlying installations and of all U. S. citizens and third country citizens for positions at Naha Air Base. Program further includes the DOD school system positions on the island.

NAHA SECTION

Plans, develops and administers a personnel management program for Naha Air Base. The program for appropriated fund positions includes administration, placement, staffing, employee-management relations and employee services. Serves as a contact point for all civilian personnel activities and acts as advisor and consultant to the local commanders on all personnel matters. Participates in community relations projects and contacts local government agencies, schools, and civic organizations in discussing and coordinating matters relative to procurement, payment, and utilization of local national employees. Provides assistance and advice to supervisors and employees on routine or difficult job related problems. Administers a similar program for nonappropriated fund employees which includes the above areas as well as training and classification and wage administration.

MCB Camp S. D. Butler

Appropriated Funds Navy--Marine Corps

Number employees serviced 2,900
Civilian Personnel Employees 28

Cost:

Base Pay (P/H) \$28.23

Allowances

Language Allowance (P/H) 2.76

Commutation Allowance (P/H) .00865

Bonus (4.25) (P/H) 9.97

Total \$40.968

CONSOLIDATED CIVILIAN PERSONNEL OFFICE

Personnel Function	Job Title	No. of Positions
Wage and Classification	Position Classification Specialist	3
Employee Relations	Employee Relations Specialist	2
	Clerk-Typist	2
	Statistical Clerk	1
Employment	Personnel Clerks	6
	Personnel Staffing Specialist	5
	Clerk	1
Field Operations and Labor Relations	Labor Relations Specialist	1
	Clerk-Typist	1
	Personnel Clerk	1
	Personnel Staffing Specialist	1
	Personnel Management Specialist	2
Training	Employee Development Specialist	1
	Clerk	1

3 - (11)

3 - (12)

Marine Corps Base Camp S. D. Butler

Director of Civilian Personnel
Dep. Dir. of Civ. Per.
Secretary

Wage & Class Division	Employee Relations	Employment Division	Field Operations and Labor Relations Div.	Training Division
Chief 3 Position Class Specialists	Chief 2 Employee Rela- tions Spec 2 Clerk Typists 1 Statistical Clerk	Chief 6 Personnel Clerks 5 Personnel Staff- ing Specialists 1 Clerk	Chief 1 Labor Relations Specialist 1 Clerk-Typist 1 Personnel Clerk 1 Personnel Staff- ing Specialist 2 Personnel Mgt. Specialists	Chief 1 Employee Deve- lopment Spec- ialist 1 Clerk

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DEPARTMENTS OF THE ARMY AND AIR FORCE
OKINAWA REGIONAL EXCHANGE - PACEX
(PACIFIC EXCHANGE SYSTEM)
APO SAN FRANCISCO 96248



IN REPLY
REFER TO: OREP

SUBJECT: Information for DFAA Visitors

Memorandum For: Chairman, JSLC

1. Attached is an organization chart for the Personnel Branch of the Okinawa Regional Exchange. The chart shows each position title and grade in the Personnel Branch. American employee positions can be identified by the GS equivalent grades (i.e., Stenographer, GS-4E). The positions of Personnel Clerk, GS-6E, and Stenographer, GS-4E, under the Supervisory Employee Utilization Specialist, are involved exclusively in the American and Third Country National employee personnel programs. All other positions in the Branch are involved, all or in part, in the local national personnel program.

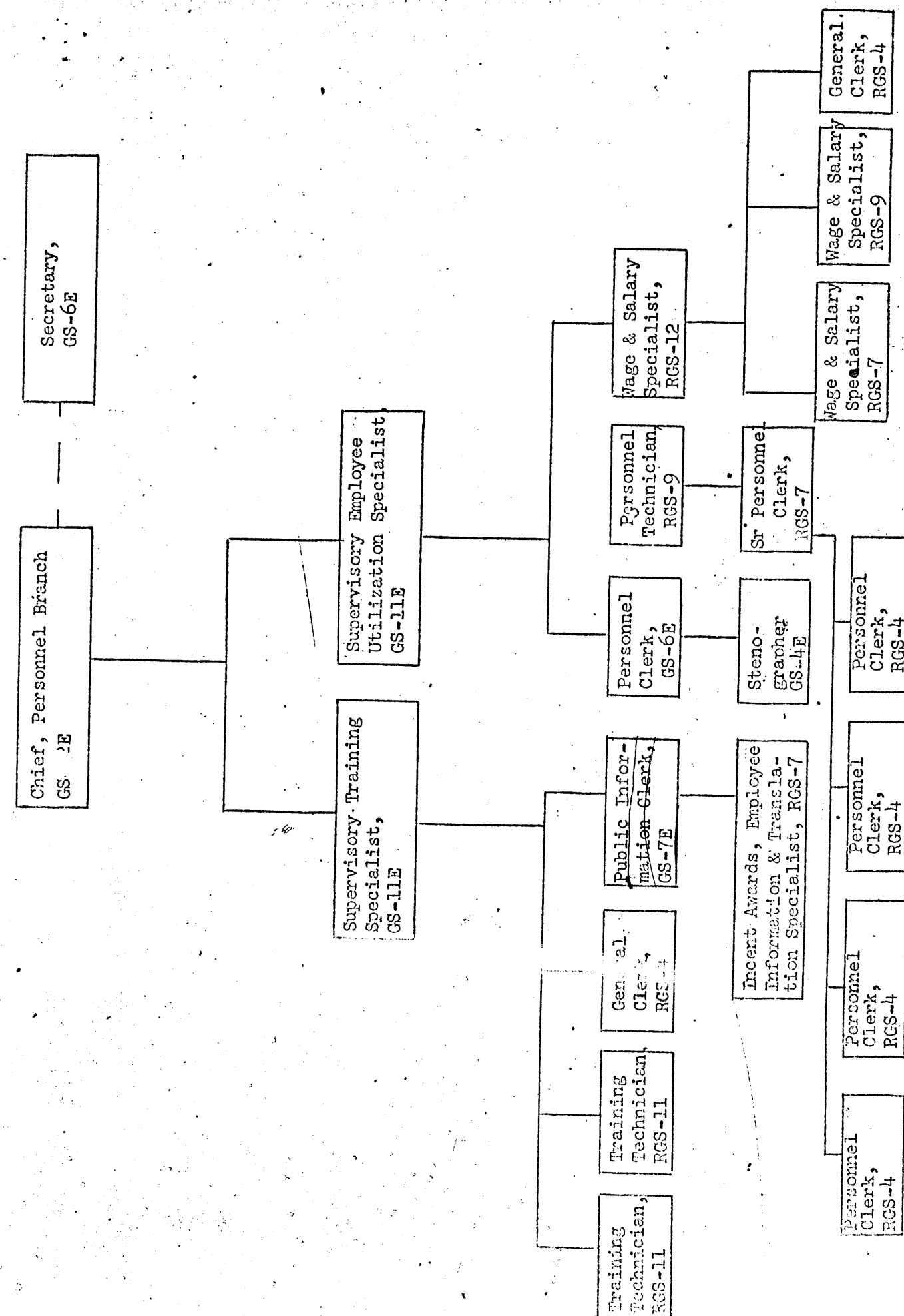
2. Regarding administrative expenses of local national employees in the Personnel Branch during calendar year 1970, the following figures are offered:

- a. The base pay for these employees was \$33,804.11.
 - b. The total allowances budgeted and/or paid these employees was \$27,944.44. These included bonuses, social insurance, welfare, separation allowances and all categories of leave. ORE has no retirement allowance.
 - c. Total travel expenses paid for these employees during the calendar year was \$90.00.
3. All ORE employees are classified as non-appropriated fund employees.

1 Incl
as

Richard T. Mattison
RICHARD T. MATTISON
Major, USAF
Deputy Commander

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本年1月施設予算移調費用が
半分に削減されたもの

As of December 1970

	<u>Appropriated</u>	<u>Nonappropriated</u>
Army	10,986	1,834
Air Force	3,235	1,460
Navy/Marine Corps	2,765	1,079
ORE	--	2,091
TOTAL	16,986	6,464

GRAND TOTAL: 23,450

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